



## QUICK REFERENCE GUIDE

### How to Register with AZ STATE JOBS & Update Profile Information

1. To begin, click **Search for Jobs**
2. In the right upper corner, click **Register**
3. Enter the following information
  - a. Email Address (this will be your user name in the future)
  - b. Password
  - c. Confirm your password
  - d. Upload your resume by clicking on the **Browse** tab, **Locate** your resume, and click **Open**.

This resume will be considered your **Base Resume** in your profile section.

4. Click **Continue** in the lower right corner
5. Your registration is now complete and your profile summary was created by extracting information contained in your resume. You will want to review this very carefully to ensure the information was extracted correctly. When you are ready to review your profile summary, click the **Click Here** link.
6. The following sections have been pre-filled from your resume. This information must be correct for your application to be thoroughly evaluated so please review each section and make any corrections if necessary.

#### a. **Contact Information**

- i. Verify that your contact information is accurate. To update or to enter additional contact information, click **Update Contact Info**
- ii. Once you are completed, click **Save**

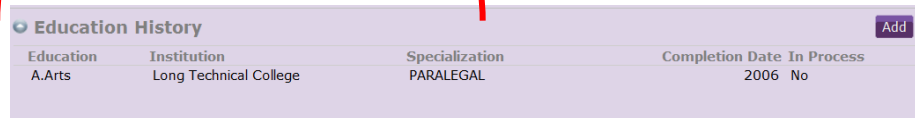
#### b. **Preferences**

- i. Verify that your Preference information is accurate. To update or to enter additional Preference information, click **Update Preferences**
- ii. Once you are finished, click **Save**

### c. Talent Attributes

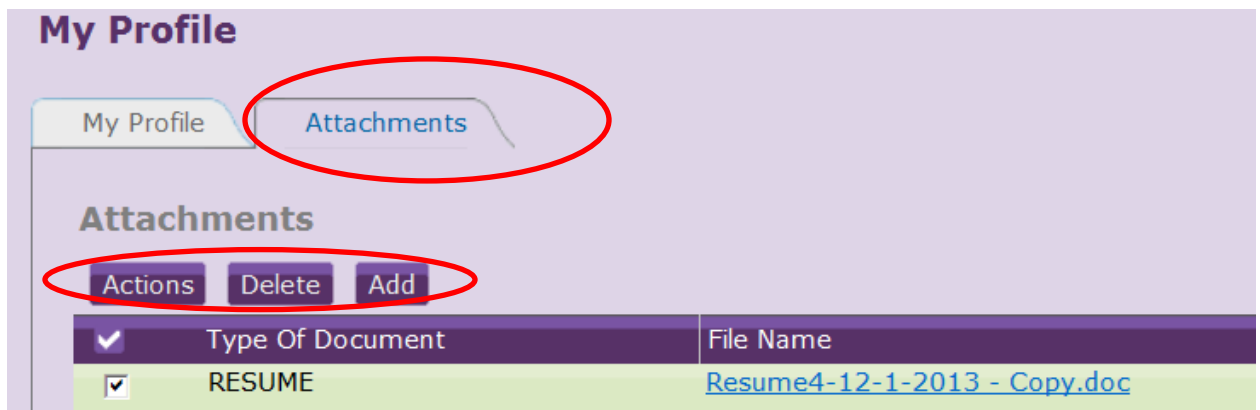
- i. The Talent Attributes section includes Education, Competencies and Skills, Credentials, Achievements and References information. To **Modify** or **Delete** the information in any of these sections, click on the actual line item you wish to edit. A page will appear where you can update information. Click **Save** when you have completed the update.

Click any of these items to modify information



Education History				Add
Education	Institution	Specialization	Completion Date	In Process
A.Arts	Long Technical College	PARALEGAL	2006	No

- i. To **Add** any Talent Attributes, click the **Add** button in that particular section (i.e. Education, Competencies and Skills, Credentials, Achievements and References). A page will appear where you can update information. Click **Save** when you have completed the update.
7. The base resume that you uploaded during your registration can be found in your Profile under the Attachment tab. To replace your Base Resume, you first need to delete the original by clicking the **Attachment** tab and the placing a check mark in the box next to the Resume and then click **Delete**. Then, click **Add**, select **Resume** as the Type of Document and then click the **Browse** tab, **Locate** your new resume, and click **Open**. Finally, you will click Save
  8. The Attachment section can also be used to add a variety of other documents that you wish to remain in your profile. These documents can include transcripts, licenses, reference letters and much more. To add an Attachment, click **Add**. Then, select the **Type of Document** and then **Browse** for that document, and click **Open**.



9. You are now completed with updating your profile and you may begin applying for jobs. Click Search for Jobs to start the process.